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How to Use the Degree Audit

Degree Audit Access

Students

Students can log into Degree Works through Voyager\Student Services\Academic Resources & Services\Degree Works- View Degree Audit. This will take you to your degree audit.

Degree Audit Header Information

The last date and time that the audit was refreshed can be found in the upper left on top of the Header block. You will see the Header Block contains valuable information. Note: Transfer units listed in the header are already included in the Units Earned total in the header.

 Program
 B.A. Degree
 Program
 Majors
 German, Linguistics
 Classification
 Senior
 Academic Standing
 Good
 Degree
 Status
 Sought

 Graduation
 Status
 Sent Intent to
 Graduate
 Academic Advisor(s)
 A. Guenther-Pal
 Units
 Earned
 204
 Transfer Units
 From Another Institution
 5

 Transfer
 Units
 earned
 through
 AP/IB/A-Level
 6

In the snip below you can see 2 types of audits: Academic and What-If

• **<u>Academic</u>** is the primary audit and the default.

• <u>What-If</u> is a prospective audit for a different program or to include different courses. More details on the What-If are later in this document.

In the header of the snip below you also see the date and time of the current degree audit. The audit will check each evening to see if the student had a grade change, registration update, or transfer credit update. If any changes are found, a new degree audit will generate. Otherwise, the audit can be manually updated using the PROCESS button. You can select PROCESS if you changed any of these views below and want to see a new audit layout. Note: Feel free to process at any time. Any changes in Voyager to your registration, major declaration changes, or grading might not yet be reflected on the audit. All registration, major/minor/IA, grade changes should be reflected no later than the next business day. If not, feel free to contact <u>degreeaudit@lawrence.edu</u>.

In the snip below in the Format box, you can select the audit view you wish to use.

- **<u>The Student View</u>** is the default view used by students and advisors.
- <u>The Registration Checklist</u> view will show you the remaining or Still Needed requirements for completion.

In the snip below as you move to the right, you will find the degree progress wheels. This shows the student's progress towards checking off all the requirement boxes and units needed to complete on the degree audit. You will also see your Cumulative Degree GPA (LU Degree GPA).

In the snip below continuing to the right, you will find the in-progress (current term) and pre-registered (future terms for which the student is registered) checkboxes. These are checked by default but can be unchecked if the user wishes to run an audit excluding these courses.

Academic	What-If		View historic audit 11/30/2021 at 9:16 AM UG/ ``
Format Student View	~	Degree progress 87% 90% Requirements Units Cumulative Degree GPA 3.724	 In-progress courses Preregistered courses PROCESS

Degree Audit Legend

The Degree Works symbol legend can be found at the end of the degree audit. While this is presented out of order compared to the flow of the audit, it's important to understand the symbols used before going into the degree audit requirements.



- **<u>Complete</u>** (green circle with a checkmark) Requirement is met.
- Not yet completed (open red circle) Requirement is not met and not in progress.
- <u>**Complete**</u> (with successful completion of courses in-progress) (half-filled blue circle) Requirement being met with current or future classes.
- <u>Nearly complete</u> Contact Registrar's Office (yellow circle with exclamation mark) Requirement is not satisfied but there are no specific classes assigned to allow completion. An example would be a GPA 2.0 or lower might cause this to show. Another option might be a requirement that is not course related, but requires the department to sign off on the requirement as completed.
- <u>Prerequisite</u> (blue clipboard with a checkmark) course has a required prerequisite course. (At this time we are not using the Degree Works prerequisite functionality. Needed prerequisites can be found in the course descriptions.)
- <u>Any subject and/or course number</u> (@) Wildcard to represent any missing applicable value. For example, HIST @ means any HIST course. SPAN 5@ means any 500 level SPAN course.
- <u>Repeated course</u> (R) Found on classes that have been excluded due to being repeated. (At this time we are not using the Degree Works repeat functionality. Excluded courses due to repeat with a grade of "R" will be listed in the Insufficient Block further down in the audit.)
- While not formally found on the legend, the <u>transfer grades</u> are indicated with a "TR".
- Additionally, at the overall block level, the "Complete" symbol is replaced by the word "Complete" in a green box, the "Complete (with successful completion of courses in-progress)" symbol is replaced by the word "In-Progress" in a blue box, the "Not yet complete" symbol is replaced by the word "Incomplete" in a red box, and the "Nearly complete – Contact Registrar's Office" symbol is replaced by the words "Contact Registrar's Office" in a yellow box.

COMPLETE

IN-PROGRESS INCOMPLETE

Degree Audit Block Structure and Type

There are several types of blocks. Each block will display the catalog year it is operating from just below the block title. As demonstrated above, the completion status of the block is displayed to the right of the block title as incomplete (red text), in-progress (blue text), complete (green text), or nearly complete (yellow text).



Distribution Requirements, BA

COMPLETE

Catalog year: 2018-19

- <u>Degree block</u> This block tracks overall degree requirements needed to complete the declared degree (BA, BMUS, BMA, BA/BMUS). This block includes:
 - The header of this block contains Units Applied (this is not the same as units earned).
 Units Applied includes in progress courses, registered courses in future terms, and all units earned (transfer included). If you want to know only units Earned, see student information block at the very top of the audit as mentioned above.
 - If a student begins to approach the maximum number of units in a department or division for their degree, a note will appear in the header of the Degree Block. In the example below, the BA test student is approaching the maximum units in Biology and a note now appears in the header of the Degree block. The second example is a BA test student approaching the maximum units in Fine Arts and a note now appears in the header of the Degree block.



 Minimum Total Units Required- The number of units earned, in progress, and registered is noted as well as the minimum units required for graduation for the declared degree. The example below is a BA test student that has earned 213 of 216 units. Note: Not only does a student need to meet the minimum units required, they must also meet all degree, major/minor/IA requirements.

O Minimum Total Units Required

Still needed:

You currently have 213 units including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 3 additional units and all graduation requirements.

- Minimum Units Earned from Lawrence University- Students must earn at least 108 units from Lawrence. This will show as not yet complete until 108 units (162 for the 5 year double degree program) are earned at Lawrence. Once 108 LU units are earned (162 for the 5 year double degree program), it will show as complete.
- Last 54 Units from Lawrence University- Students need their last 54 units to be completed at Lawrence unless the major is met. This will show as in progress until the major(s) are all met and the last 54 units earned have been at Lawrence.
- Minimum Units at the 200 Level or Above- This varies by degree, but will be specific to the declared degree program on the student's record.
- At least six terms at Lawrence University- This will show as complete once a student completes 6 terms at Lawrence.
- Minimum 2.0 Degree GPA met- This will show as complete as long as the GPA is 2.0 or higher. If the GPA drops below 2.0 it will no longer show as complete.
- The Degree block also indicates the completion status for each of the GER blocks, major block(s), minor block(s) if applicable, and concentration block(s) if applicable. The Degree Block will have a completion indicator to note if the areas mentioned here are

complete \bigcirc , in progress \bigcirc , or not yet complete \bigcirc . Specific details on can be found in the individualized blocks as noted below.

- **First-Year Studies block** This is the block that shows the First Year Studies requirements and whether or not this requirement is fulfilled, in progress, or not yet completed.
- Distribution Requirements block (BA and double degree Students only)—This block shows the Fine Arts, Humanities, Lab Sciences, and Social Sciences distribution requirements. Each requirement will show as met, in progress, or not yet completed. The Degree Block mentioned above will have a completion indicator to note if this entire block is complete, in progress, or not yet complete. Example: This example shows that the overall Distribution Requirements, BA is unmet, as symbolized by the Not Complete symbol to the left of the Distribution section title. Under it, there are sub-requirements. There are three requirements that are met as symbolized by the Complete symbol to the left of its title. To the right it lists what is still needed to meet it. Once the student registers in a course to meet this requirement, both the requirement and Distribution title symbols will change to in-progress. Once the course is complete and passed, these will change to Complete.

Distribution	Requirements, BA	INCOMPLETE				~
Catalog year: 2019-	20					
	Cour	se Title	Grade	Units	Term	Repeated
	N					
⊘ FINE ART	rs Mu	CO 110 TOP: BI QUESTI	IG WORKS, BIG A- IONS	6	Fall Term 2019	
⊘ HUMANI	TIES RLS	T 100 INTRO STUDIE	TO RELIGIOUS C+ S	6	Winter Term 2020	
	TORY SCIENCES Stil	I needed: 6 Units	in @ @ with attribute = G038			
⊘ SOCIAL S	SCIENCES PSV	YC 230 PSYCHO	DLOGY OF MUSIC C	6	Winter Term 2021	

- <u>Major block</u>—This block lists specific requirements for the major. The <u>Lawrence Catalog</u> is the source you should ultimately use to ensure you are on track to completion, but the audit should help guide you. Your advisor will do a final major check to ensure you fulfill all major requirements for graduation. You will see the major block includes a GPA. This GPA is for the courses included in the major block only. Students must have a major GPA of 2.0 or higher to graduate.
- <u>Major Not Yet Declared block</u>— If a student has not yet declared their major, they will not have a major block. Instead they will see the Major Not Yet Declared block that includes catalog guidance for declaring a major. This also includes a link to the major declaration form. For students to track their major requirements in Degree Works, they must officially declare their major by completing the <u>Major Declaration Form</u>. Students can use the What-If option in the audit system to explore major options. Note: Major GPA, Student Educational Planner, and Requests for Exceptions cannot be applied until a major is officially declared.
- Minor block—For students that have declared a minor, this block lists specific requirements for the minor. The Lawrence Catalog is the source you should ultimately use to ensure you are on track to completion, but the audit should help guide you. The Department Chair/Program Director will do a final minor check to ensure you fulfill all minor requirements for graduation. Students must have a declared major to declare a minor. The minor block has a minor GPA included. This GPA is for the courses included in the minor block only. Students must have a 2.0 or higher to graduate with the minor. Note: Minor GPA, Student Educational Planner, and Requests for Exceptions cannot be applied until a minor is officially declared.
- <u>Interdisciplinary Area block</u>—For students that have declared an Interdisciplinary Area (IA), this block lists specific requirements for the IA. The <u>Lawrence Catalog</u> is the source you should ultimately use to ensure you are on track to completion, but the audit should help guide you. The Department Chair/Program Director will do a final IA check to ensure you fulfill all IA requirements for graduation. Student must have a declared major to declare an Interdisciplinary Area.
- <u>Elective Units block</u>—This block lists classes taken that do not fulfill a GER, major, minor or IA requirement. Some/all of these courses may be needed to fulfill the 216 (270 for double degree) units required for graduation. If a course shows in the Elective block that you expect to apply in a GER, major, minor, or IA block, ask your advisor for assistance is applying the course appropriately. The advisor or Department Chair/Program Director can submit a Request for Exception as discussed later in this document.
- <u>In-progress and Registered block</u> This block lists all registered courses whether the course are currently in-progress or pre-registered for a future term. These courses will also appear in applicable blocks above.
- <u>Insufficient Block</u>—This block includes courses that the student attempted, but did not successfully complete. This would include courses graded with a W, U, R, or F grade.
- <u>Over The Limit block</u> This block includes courses that will not contribute to the 216 units (or 270 units for the 5 year double degree program) required for graduation. Most often this would include MURP 201, 202, 203, 301, 302 and MUTH 161, 162, 171, 172 for the BMUS and 5 year double degree programs.

Degree Audit Hyperlinks- Anything in the audit in blue text

If you click on anything in blue text in the audit, it will link to a few different things.

• Blue text in the Degree block (example below) will give shortcuts to other blocks in the audit. This keeps you from having to scroll to through the entire audit.

0	MUSIC EDUCATION CORE REQUIREMENTS	Still needed:	See Music Education Core Requirements section
0	MUSIC PERFORMANCE/COMPOSITION/THEORY CORE REQUIREMENTS	Still needed:	See Music Core Requirements section
0	MAJOR REQUIREMENTS	Still needed:	See Major in Music Education, Instrumental/General section
Blocks	s included in this block		
First Y	'ear Studies		
Gener	al Education Requirements, BMUS		
Music	Education Core Requirements		
Music	Core Requirements		
Major	in Music Education, Instrumental/General		

Blue text in a GER/major/minor/IA block will give you the course information details. If this course is on the course schedule for a current/future term, the class schedule information including date/times that courses are scheduled to be offered along with the number of seats available in each section. In the example below, if you click on MUEP 230, it will result in the Course Information box you see here.

VOICE FOR INSTRU MUS EDUCATORS	Still needed:	1 Course in MUEP 230
--------------------------------	---------------	----------------------

Course Information

MUEP 230 - 1 Unit - VOICE FOR INSTRU MUS EDUCATORS					
An introduction to singi Sophomore standing	ng techniqu	ie, voice use, an	d health. Consists of lec	tures and private lessons.	
Attributes: ULO3 ULO1 UDO1 SC	26 G034	G010 A003			
Sections:					
Term	CRN	Section	Seats open	Meeting times	
SprTrm 2022	3281	0	0 (out of 10)	F 12:30 - 13:40	

• Blue text can also be an attribute. Attributes are tags placed on courses to inform the system how a course can be used. If you click on an attribute in blue, it will give a list of courses with the specific attribute. One thing to note here is not all courses that appear are necessarily being taught in the current/next academic year. You will want to make note of sections offered. In the example below, BIOL 226 is offered in spring 2022, but BIOL 230 is not offered this academic year. If the course does not include **Sections** below the attributes, it is not on the class schedule for any terms open for registration. You would want to check with the department to see when

a course might be offered again. [Some courses may be no longer be taught, but have not yet been inactivated.]

LABORATORY SCIENCES Still needed: 6 Units in @ @ with attribute = G038

BIOL 226 - 6 Units - MICROBIOLOGY

A study of microbial life with an emphasis on prokaryotes. Microbial physiology is examined in the context of how unique characteristics allow microbes to exploit a vast diversity of environments, including the human body. Laboratory exercises introduce students to techniques used to safely study microorganisms. BIOL 130 and BIOL 150, CHEM 116 recommended

Attributes:

UL03 UL01 UD03 S005 N015 N006 G040 G038 G016 G014 A001

Sections:

Term	CRN	Section	Seats open	Meeting times
SprTrm 2022	4042	0	0 (out of 24)	M W F 11:10 - 12:20 Th 13:00 - 16:00
SprTrm 2022	4041	0	0 (out of 24)	M W F 11:10 - 12:20 Tu 13:00 - 16:00
SprTrm 2022	4040	0	48 (out of 48)	M W F 11:10 - 12:20 Tu 13:00 - 16:00 Th 13:00 - 16:00

BIOL 230 - 6 Units - GENERAL ECOLOGY

An introduction to the interactions between organisms and the environment. Explores the role of physical, chemical and biotic processes--including human activities--in determining the structure and function of populations, communities, and ecosystems. Topics include resource availability, competition, predation, symbiosis and natural and anthropogenic disturbances such as disease, biological invasions, pollution and climate change. Lecture and laboratory.

Attributes:

UL03 UL01 UD03 5005 N015 N006 G040 G038 G016 G014 A005 A001

Degree Audit Exceptions

Advisors/Departments may request a substitution or waiver for a requirement in the major, minor, or IA. Advisors are not authorized to make exceptions to degree requirements and/or general education requirements. Advisors can submit a **Request for Exception** within Degree Works for a requirement in the major. This might be necessary for many reasons. A few examples are:

- The student was approved to take a different course than is specified in the audit.
- A transfer course (includes AP/IB courses) will be allowed to fulfill the requirement.
- The requirement is waived.

Exceptions show in two places on the audit. The first is near the applicable course location. Included is the advisor that requested the exception, the date, and a description of the action taken.

⊘ A2) RES METHODS IN CULTURAL ANTH	IN ANTH 391 DS-RESEAR ANTH		CH METHODS-CUL	A	6	Fall Term 2019
	Exception by:		On: 10/14/2021	Also Allow:	DS-RE	SEARCH METHODS-CUL ANTH

The second place the exception shows is an exception section at the bottom of the audit. This specifies if the exception is *Enforced* (*Yes or No*). The primary reason an exception would not be enforced is if the student changed degree, catalog, and/or major after the exception was approved in Degree Works. Each exception ties to a specific block. If that block is removed then the exception no longer applies, but will still appear at the bottom of the audit. For example, if a student had an exception in a major block and then decided to drop the major, the exception would only show at the bottom of the audit and would show "No" in the Enforced column.

Exceptions					
Туре	Description	Created on	Created by	Block	Enforced
Also Allow	DS-RESEARCH METHODS-CUL ANTH	10/14/2021		Major in Anthropology	Yes

Degree Audit Links

Located at the top of your screen, the Links section contains links to various Lawrence University websites that may be helpful to students and advisors.



It currently includes the following:

- Catalog
- Major Declaration
- Transfer Credit from Another University
- Voyager
- Structure of the Curriculum

The ellipsis at the top right under your name includes options that are helpful for students and advisors:

G	/ Ang	Long	
	₽		:
SPA Es	timato	r	
Acaden	nic His	tory	

GPA Estimator

GPA Estimator will help a student predict the grades they need to earn to reach a specific GPA goal. This is only an estimator and does not take into consideration repeated courses and S/U masks that have not yet been applied.

Academic History

Academic History lists the student's courses in order by term.

Academic History

Fall Term 2013

Course	Title	Grade	Units
EXAM 36	AP ENGLISH LANGUAGE & COMP	TR	6
	Satisfied by: AP Credit by Exam		
FRST 100	FRESHMAN STUDIES	В-	6
GER 202	INTERMEDIATE GERMAN 2	B+	6
LING 150	INTRODUCTION TO LINGUISTICS	A-	6
THAR 355	THEATRE PRODUCTION LAB	S	1
WAIV 1	FOREIGN LANGUAGE B.MUS	TR	0
	Satisfied by: WAIVED Lawrence University		

Winter Term 2014

Course	Title	Grade	Units
FRST 101	FRESHMAN STUDIES	A-	6
GER 285	ADV COMPOSITION & CONVERSATION	С	6
LING 340	INTRODUCTION TO SYNTAX	C+	6

Notes

Advisors and other departments across campus with Degree Works access can enter notes regarding the student progress. These notes are viewable to those with access to the student's audit.

What-If

You can dig into the What-If scenario if you are feeling adventurous. It is located just above the Degree Progress gauges. This will allow a student and advisor to see how classes will plug into specific requirements "IF" they declare a specific major or minor. You can also test the what-if with specific courses with no changes to the major/minor. This can be tested if you have a major or no major. It does require you to enter the degree code and catalog year.

Academic What-	F Financial Aid	
Format Student View	Cumulative Degree GPA	

 If you want to use the current major/minor, but test with potential courses, you will need to select the Use current curriculum box. In the snip below I want to use the current major/minor the student already has declared, but I want to know how ARHI 101 and FIST 318 will plug into the audit if the student decides to register for the courses. I already added ARHI 101 and here I need to select Add to test it with FIST 318 also. Once I select ADD, I will then select PROCESS.

What-If Analysis	^
🔽 Use current curriculum 💟 In-progress classes 🗹 Preregistered classes	
Future courses	
Subject Number B18	
ARHI 101 X	
	RESET

 If you want to do a What-If with a different major, you will leave the Use current curriculum box unchecked. You must select a catalog year and degree. Then, you can select major, minor, and/or concentration. You can test degrees, major, minors, concentrations, and different catalog years. More information on catalog years is below. In the snip below you can see an example of testing this student's courses with the Film Studies major.

What-If Analysis					^
Use current curriculum 🗹 In-progress classes	Preregistered classes				
Program					
Catalog year * V 2021-22	Degree * Bachelor of Arts	~			
Areas of study					
Major *	Minor	~	Concentration		~
Additional areas of study					~
Future courses					
Subject	Number		ADD		
				RESET	PROCESS

• If you want to add a second major, you would select the Additional areas of study and select ADD.

What-If Analysis					,
Use current curriculum 🗹 In-progress classe	s 🔽	Preregistered classes			
Program					
Catalog year * V 2021-22		Degree * V Bachelor of Arts			
Areas of study					
Major * Film Studies		Minor	Concentration		~
Additional areas of study					^
Major East Asian Studies	-	Minor Data Science	Concentration		~
				CANCEL	ADD
		+			

If you want to test the new majors with specific courses the student is considering, but not yet
registered for, you would enter subject and number under Future courses, select ADD and
PROCESS. Based on the checkboxes at the top of the What-If screen, any classes the student is
currently taking or registered for show in the audit. If you want to exclude all of these, you can
uncheck the boxes above.

Areas of study						
_{Major} * Film Studies	~	Minor	~	Concentration		\sim
Additional areas of study						^
Major: East Asian Studies Minor: Data	Science					×
		+				
uture courses						
Subject MATH		Number 200		ADD		
					RESET	PROCESS

• Once you select PROCESS, the What-If Audit will show on your screen. To go back to the original audit, simple click on Academic just above the degree progress gauges.

hat-If Analysis	
tudent View	Degree progress 17% 23% Requirements Units Cumulative Degree GPA 0.000

Catalog Year

During implementation, a Degree Works employee built out all of our audits initially. They used our 2020-2021 catalog. We then will work with the catalogs each year to create updated major/minor/concentration blocks if the requirements change. If a student began at Lawrence prior to 2020-2021, their catalog year assigned in Banner is probably their admit year. Since we did not build out catalogs prior to 20-21, their requirements might vary from the audit attached to them.

Students can choose a newer catalog year if they desire. However, all of the major/minor/IA requirements must come from the same catalog year. If one of the requirements is slightly different in the new catalog, the advisor can choose to do a Petition for Exception for that requirement. However, a student cannot select any major/minor combinations that do not exist in the same year.

Example: A student cannot be a double major in GEOL and ENSC. GEOL ended a couple of years ago and was replaced by GEOS. ENSC was added in 2021-2022. So, the student would need to work with their advisors to see if GEOS and ENSC under the 21-22 catalog will work for the classes they have taken.

Students can request a new catalog year by completing the <u>Request to Change Catalog Year form</u>. Also, on the major declaration form, they must indicate the desired catalog year they plan to use for the desired majors/minors/IAs.

Plans (Student Educational Planner)

The Plans component of Degree Works is the newest addition. Additional documentation on using Plans will be coming soon. Feel free to explore in the meantime. We do not have any templates created so you would select BLANK PLAN and a future term as the starting term. You must create a description. Only advisors have the ability to lock a plan in place. Students can create plans, but they are not the official plans linked to their audit. These plans can only be locked in place by the advisor.

LAWRENCE	DEGREE AUDIT PLANS LINKS	
Degree	Audit /12/2021 2:15 AM &	
Plan List		NEW PLAN
Create Plar	1	×
Would you like to	create a plan based on a template or would you like to start from scratch?	
	SELECT TEMPLATE	BLANK PLAN

Click the 3 horizontal lines to bring up needed courses for the student. You can then drag and drop them into desired terms. Use the left and right arrows to go to Still Needed to see which courses you still need to complete. You can move to the course list if you want to search for a specific course that is not in the Still needed section. You can drag and drop Still Needed Courses into Terms. You can add more terms by selecting the ADD TERM button. We will continue to add to this Plan documentation in the days to come. In the meantime, feel free to explore and send feedback to <u>degreeaudit@lawrence.edu</u>.



	< >				ADD TERM
< Still Needed >	WintTrm 2022	9 8 8	SprTrm 2022 🕞	:	
General Education Require					
INTERNATIONAL DIVERSITY	+		+		
Music Education Core Requi	EDST 440 Units: 6.0	:	EDST 350 Units: 6.0	:	
EDUCATING ALL LEARNERS >		D			
CONDUCTING PRINCIPLES					